

## **The Tempe Way**



### **MISSION:**

To make Tempe the best place to live, work and play.

### **VALUES:**

People... Integrity... Respect... Openness... Creativity... Quality...

### **TEMPE TEST:**

Have I done everything today The Tempe Way?

## **FINANCIAL SERVICES MANAGER**

### **Purpose:**

To actively support and uphold the City's stated mission and values. To plan, direct and coordinate the activities and operations of the Financial Services Department, including accounting, budgeting, purchasing, risk management, sales tax licensing, contracts administration and customer services; to provide direction and promote effective teamwork, shared responsibility and customer service within Financial Services programs. To provide visionary and innovative leadership which encourages and recognizes creativity, innovation and flexibility at all levels within these programs; to coordinate assigned activities with other City departments and outside agencies; and to provide highly responsible and complex administrative support to the City Manager and Assistant City Manager.

### **Supervision Received and Exercised:**

Receives administrative direction from the Assistant City Manager.

Exercises direct supervision over administrative, professional, technical and clerical staff.

### **Examples of Duties:**

To actively support and uphold the City's stated mission, vision, and values. This class specification is intended to indicate the basic nature of positions allocated to the class and examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned.

Duties may include, but are not limited to, the following:

- Develop, plan, and implement Departmental goals and objectives with section administrators; recommend and administer policies and procedures; assist section administrators in establishing division goals and objectives.
- Coordinate Departmental activities with those of other departments, divisions and outside agencies and organizations; provide staff assistance to the City Manager, Assistant City Manager and City Council; prepare and present staff reports and other necessary correspondence.

*Effective July 2000*

*Revised April 2001*

*Revised July 2002 Range Changed*

## CITY OF TEMPE

### Financial Services Manager (Continued)

- Provide visionary, innovative leadership, which encourages and recognizes creativity, innovation and flexibility at all levels of Financial Services programs.
- Direct, oversee and participate in the development of the Department's work plan; assign work activities, projects and programs; monitor workflow; review and evaluate work products, methods and procedures.
- Select, train, motivate and evaluate personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures.
- Assist the City's Assistant City Manager.
- Prepare and monitor the City's annual operating and capital improvement budget, and long-range financial and debt management programs.
- Analyze and monitor the City's financial condition; make recommendations for improvement to the City Manager, Assistant City Manager and City Council as necessary.
- Advise the City management and the City Council on City financing of special projects and programs.
- Assist and provide staff support to Meet and Confer process.
- Assist in negotiations of contracts and subcontracts for the City; review and approve the purchase of goods and services for the City.
- Enforce City ordinances, charter and resolutions concerning fiscal, budgetary and personnel matters.
- Participate on a variety of boards and commissions; attend and participate in professional groups and committees.
- Respond to and resolve difficult and sensitive citizen inquiries and complaints.
- Serve as faculty of the Tempe Learning Center.
- Perform related duties as assigned.

### **Experience and Training Guidelines:**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

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CITY OF TEMPE  
Financial Services Manager (Continued)

**Experience:**

Eight years of increasingly responsible experience in governmental financial planning and administration, including four years of administrative and supervisory responsibility.

**Training:**

Equivalent to a Bachelor's degree from an accredited college or university with major course work in finance, accounting, business administration, public administration or a related field. A Master's degree and/or CPA are highly desirable.

**This position is unclassified, which means the employee or the City can terminate the employment relationship at any time, for any or no reason, with or without cause or notice.**

**Job Code: 0270**

**Salary Range: 163**

**Compensation Plan: E40 / Executive**

**FLSA: Exempt**